

CATEGORY: Administration

AREA: Academic Affairs

DATE POSTED: 05/18/2009

POSITION TYPE: Full time, 12-month

POSITION REFERENCE Nr.: ND-09

STARTING DATE: July 2009 or soon thereafter

Glen Oaks Community College, located in SW Michigan near Centreville, invites applications for the position of Director of Nursing, a new position reporting to the Dean of the College/Chief Academic Officer.

Glen Oaks is an Academic Quality Improvement Program (AQIP) institution accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools. The College serves approximately 1,000 FTE in a primarily rural county and is positioned within 45 minutes of Kalamazoo and 60 minutes of South Bend.

JOB DESCRIPTION

In accordance with the mission of a comprehensive community college, the Director of Nursing provides academic leadership for the Nursing curriculum, faculty and students in the Nursing Department. The Director is responsible for administering all the programs offered within the department (LPN, RN and CNA) in accordance with accreditation standards and Michigan Board of Nursing. This individual will work cooperatively with Nursing faculty in order to maintain curriculum, while designing learning strategies that meet the needs of the students. This is a managerial position that requires an employee who acts on behalf of the College, provides support and advice to the Dean of the College, and assures adherence to relevant areas of the collective bargaining agreement.

The Director supports the continued development and implementation of a comprehensive program of assessment designed to meet both the continuous improvement interests of the institution and the standards of relevant accreditation agencies. This individual will work closely with college administration, but also must be willing to take initiative in developing the programs in the area, working cooperatively and communicating professionally with board members, faculty, staff, students, alumni and other interested parties in the process.

REPRESENTATIVE DUTIES

- Supervises professional staff, faculty and administrative assistant
- Schedules and staffs departmental classes for on-campus, clinical and on-line offerings
- Oversees the maintenance of records and facilities for the department
- Provides program quality control in accordance with pertinent accrediting bodies and the Michigan Board of Nursing
- Oversees student admissions into the Nursing programs
- Negotiates space with clinical agencies
- Supervises the maintenance of data to support systematic program evaluation
- Develops, maintains and revises program curricula in conjunction with the faculty

- Collaborates with the Dean of the College in the hire, evaluation and supervision of full and part-time faculty and staff within the department
- Prepares and maintains budgets for laboratories and equipment
- Resolves issues and problems that may arise with faculty, staff and students
- Serves on program, departmental and college-wide committees
- Collaborates in the development and maintenance of extra-departmental curriculum that supports the Nursing offerings
- Participates in the development and implementation of pertinent college policies, procedures and guidelines
- Fosters professional development opportunities for employees within the department
- Performs other duties as assigned

REQUIREMENTS

Minimum Qualifications:

- Master's Degree in nursing. Applicants must possess or be eligible for licensure as a registered nurse in Michigan
- A minimum of five years of Nursing practice
- A minimum of three years of Nursing teaching experience
- Demonstrated understanding of outcomes assessment in higher education.
- Strong analytical and communication skills, both in writing as well as when speaking to small and large groups
- Ability to effectively present information to top management, public groups, and/or Board of Trustees
- Strong time-management, project organizational skills, ability to prioritize projects in fast-paced environment
- Ability to foster an environment conducive to innovation, creativity, and collegiality through cooperative working and professional communication

Preferred Qualifications:

- Earned Doctorate
- College teaching experience in a Community College Nursing program
- Experience in developing and managing Nursing and Allied Health programs at an institution of higher education.
- Grant writing experience

APPLICATION DEADLINE DATE

Applications received by **06/19/2009** will be given full consideration by the selection committee. Applications received after that date **may** be considered at the discretion of the committee.

ADDITIONAL DOCUMENTS

1. Cover letter and resume. When preparing your cover letter and resume, please refer to the minimum and preferred qualifications. Submitted application materials should specifically address these qualifications.
2. Contact information for 5 professional references.
3. Unofficial transcripts of all higher education degrees. Official transcripts and a GOCC employment application will be required at the time of hire.

To apply, submit all required materials references to:

Ana Gaillat, Dean of the College, Glen Oaks Community College, 62249 Shimmel Road, Centreville, MI 49032-9719.

More information about Glen Oaks CC can be accessed at www.glenoaks.edu.

Glen Oaks Community College is an EEO Employer.